



## **HUMAN RESOURCES DEPARTMENT**

**City of Burlington**

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145

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### **General Services Laborer Burlington Electric Department**

**POSTING DATE:** September 26, 2014

**DEADLINE TO APPLY:** October 14, 2014

**RATE OF PAY:** \$14.93 - \$22.59/hr

**POSITION STATUS:** Regular Part Time

**EXEMPT/NON-EXEMPT:** Non-Exempt

**CLASSIFICATION GRADE:** 03

**UNION:** IBEW

#### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

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This part-time (20 hours) position is responsible for performing general maintenance duties in conjunction with the Coordinator of General Services to improve, maintain and repair BED's buildings, grounds, automotive fleet, etc.

#### **Essential Job Functions:**

- Performs building and ground maintenance, including, painting, lawn care, planting of shrubs, trees, and flowers, shoveling snow and mowing.
- Operates forklifts and plows and performs a variety of other labor intensive duties.
- Perform carpentry repairs on furniture and building structures, including but not limited to, doors, windows, locks, shelving units, etc.
- Performs miscellaneous maintenance duties as necessary.
- Sets up/tears down auditorium for various events.

#### **Qualifications/Basic Job Requirements:**

- High school diploma, GED or equivalent.
- Ability to obtain and maintain a valid Vermont driver's license required.
- Must be in excellent physical condition.
- Ability to operate a fork-lift, plow truck and related tools and equipment.
- Must be tactful, courteous and able to get along well with co-workers and the public.
- Must possess good communication skills, be able to follow oral and written directions and have the ability to prioritize multiple tasks.
- Ability to work in various weather conditions required.
- Wearing of BED uniform may be required.

**To Apply:** Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

**WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.**